



CONTRACT SOLICITATION RECORD

Grantee			Date	
Type of Contract or Purchase			CDBG Project #	
Firm/Vendor Name Address	Federal Tax ID#	Phone or FAX number (please specify)	Date Contacted	Bid or Response

Instructions for Completing the Contract Solicitation Record

- The form must be completed for every contract let and small purchase (based on program definition) using CDBG funds.
- The recipient must provide the name and address of each firm or vendor and the date they were informed.
- The specific amount of the bid or quote should be listed for each responding firm or vendor.
- A code number indicating the type of business ownership must be recorded in the appropriate column. The codes are listed at the bottom of the form.